



**TOWN OF MAYNARD
COMMUNITY PRESERVATION
COMMITTEE**

**195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754**

M. John Dwyer, Chair
Rick Lefferts, Vice Chair
Steve Jones, Treasurer
Jim Coleman
Bill Cranshaw
Ellen Duggan
Tom Hesbach
Randy James
Jon Lenicheck
Anna-Lisa Lysell McLaughlin, Clerk

Meeting Minutes

Town Hall – Room 101

Wednesday, March 20, 2019, 7:00 pm

Members present: John Dwyer (JD), Jim Coleman (JC), Steve Jones (SJ), Ellen Duggan (ED), Bill Cranshaw (BC), Rick Lefferts (RL), Jon Lenicheck (JL)

Members absent: Randy James (RJ), Tom Hesbach (TH)

Others present: No guests were in attendance.

This public meeting was not recorded.

Call to Order: The meeting was called to order at 7:09 pm.

Public comments: None

Correspondence: An invoice for \$45.00 for legal notices published in the Maynard Beacon Villager was received. RL moved to approve payment. Second by ED, with unanimous vote to approve payment.

Minutes: ED moved to accept the minutes of the March 06th meeting as written. Second by JC, with 6-0 vote to approve; RL abstained as he was not present at the last meeting.

Procedure for Moving Funds: The committee revisited their discussion on what method should be used to move funds going forward. JD brought a summary from the Community Preservation Coalition outlining standard CPA budgets and financing for review. The committee debated whether it would be more pragmatic to simply transfer the balance from the penultimate fiscal year's undesignated fund to the budgeted reserve, as that would afford the committee more flexibility to allocate funds to any project that may arise, or whether it is more in keeping with the intended spirit of the Community Preservation Act to proportionally transfer 10% of the funds into the respective Affordable Housing, Historic, and Open Space and Recreation funds. The committee was in general agreement that the latter scenario was most equitable, however agreed to further discuss the issue with Mike Guzzo before voting to institute a formal procedure going forward.

In preparation for the upcoming Town Meeting, JL motioned to transfer the balances from the FY2016 and FY2017 undesignated funds proportionally to the respective four category buckets

TOWN OF MAYNARD COMMITTEE PRESERVATION COMMITTEE
March 20, 2019 Meeting Minutes

as follows: 10% to the Community Housing fund, 10% to the Historical Preservation fund, 10% to Open Space fund, and 70% to the Budgeted Reserve fund. Second by JC and 7-0 vote in favor.

Project Closeouts: The Veterans Housing Art. 2, Green Meadow Playground, Town Hall Historic Artifacts, and Art Space Cupola projects have all been closed. Must contact the conservation agent regarding the Assabet River Rail Trail easement to confirm that this project is also ready to be closed out.

Ongoing Projects: The Conservation Commission sent a letter to the owners of the 18 Winter St. property, but have yet to receive a response.
Four bids for the Fowler Field project were received. One of the bids was below the projected budget for the project, including the 20% contingency. The bidder appears to be very qualified and must now be approved by the school committee. All of the funding sources are in place and will be spent in the following order: School funds, town funds, CPC funds, and, lastly, private funds, which if not spent will go toward supplementing 3-4 years of maintenance in addition to funds generated by user fees charged by the school. Moreover, they intend to get written consent from the school to allow corporate sponsors on the field to help with the ongoing financing for field maintenance.

New Business: None.

Next Meeting: JL moved to hold only one meeting in the month of April. Second by JC; unanimous vote in favor. The next meeting will be on April 10, 2019.

Adjournment:

ED made motion to adjourn. Second by JC. Vote unanimous. Meeting adjourned at 7:44 pm.

Documents and Exhibits used during the meeting:

- Draft minutes of March 06, 2019 Meeting Minutes.
- Agenda
- Community Preservation Coalition, "*CPA Finances Demystified*"

Date approved: May 01, 2019

Timeline of Dates for May 2019 Town Meeting – FY2019 CPA Proposals

- October 1, 2018 – Preliminary applications due
- October 3, 2018 – CPC determine eligibility and notify applications
- November 5, 2018 – Final applications due
- December 5, 2018 – CPC develops questions for applicants
- January 9 and 23, 2019 – Meetings with proponents of projects
- February 27, 2019 – Public Hearing and final vote on proposals
- March 12, 2019 – Deadline for draft warrant articles for Town Meeting